



Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

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Thomas Kaminski
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WAYS & MEANS COMMITTEE

Tuesday, March 2, 2010
1:00 P.M.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

AGENDA

- 1) 1:00 P.M. - Review and prioritize grants to be submitted by the County to the Local Revenue Sharing Board in the 2010 Cycle I grant process. All grants are due in the Revenue Sharing Board office on Friday, March 5, 2010 at 5:00 P.M. The grants submitted by County Departments/Agencies are as follows:

A) PUBLIC SAFETY

1. MANISTEE COUNTY BOARD OF COMMISSIONERS = \$10,000

This application requests funds to partially pay for specific Courthouse Security improvements. The Sheriff currently employs a Courthouse Security Officer that staffs the Courtrooms and provides Courthouse & Government Center security when available. The improvements being proposed are to provide a bullet resistant barrier at the County Clerk and County Treasurer's offices. This includes the replacement of doors, counters, etc. to provide a safe environment for employees of these two departments. The project also includes securing the Juvenile Division office waiting area by installing a secure door and electronic locking system. The need for the project was determined by a Security Assessment, which was performed by Landmark Design Group, P.C. The assessment was completed in August 2009. Bid proposals are due on March 9, 2010, and it is expected that the Board will approve a construction project on March 16, 2010. The total budget for this project is \$75,000, however, \$65,000 will be funded by the applicant from the County's taxpayer funded Capital Improvement Fund.

2. MANISTEE COUNTY SHERIFF'S OFFICE = \$14,760.80

This application requests funds to purchase the necessary equipment and safety supplies to perform rescue operations on vehicles within the County. The Sheriff's Office needs to equip the JAWS Department with a set of spreaders, quick connect couplers and protective clothing, at a cost of \$14,760.80. This equipment would allow the ability to save time while performing rescue operations on vehicles. It would provide added personal safety equipment for the emergency volunteers. The following items are being requested in order of priority:

1. 10 Fire-Dex 2 Piece Extrication Suits. The suits provide protection from sparks, fire and heat. The cost for the 10 suits is \$4,299.80.

2. An ML-28 Defender Spreader, which has a spreading force of up to 44,000 pounds and a pulling force of up to 20,000 pounds. It has a star grip control valve that permits tool actuation from almost any gripping position. The spreader also has a "deadman control valve" that reverts back to the neutral position if the operator's hand slips from the control. The price for this spreader is \$7,850.
 3. A Hurst Streamline Fitting and Coupling Kit, which provide a quick disconnect capability by converting the current two hose system to a one hose system. The extrication unit will be able to change out tools without powering down the entire system. The cost of the fitting and coupling kits, including labor and installation is \$2,611.
3. **SSCENT NARCOTICS TEAM = \$4,657.80**
This application requests funds to operate a Silent Observer program in Manistee, Mason and Oceana Counties, which provides information or tips to law enforcement to help solve crimes. Silent Observer provides a toll-free telephone number that citizens can call anonymously if they choose to report information in regards to serious crimes. Maintaining the telephone line needed to facilitate the main function of the program would be the number one priority for spending grant funds. Another part of the program is to purchase posters with the Silent Observer information and telephone number, which will be distributed throughout the three-County area. The final aspect of this grant proposal seeks funding for a website for the Silent Observer program that would allow citizens to send email or text messages to the program. The total budget for the program includes the telephone line for a 24-month period = \$1,560; advertising costs = \$1,000; and a Silent Observer website for two years = \$2,097.80; for a total two year cost estimate of \$4,657.80.
4. **MANISTEE COUNTY PROSECUTING ATTORNEY'S OFFICE = \$7,200**
The Manistee County Prosecuting Attorney's Office is making application on behalf of the Manistee County Child Advocacy Center. The Child Advocacy Center was established to be a resource for the Prosecutor, Law Enforcement, and Child Protective Services to combine interviews and have collaborative investigations in cases of child sexual abuse or severe physical abuse. If awarded, grant funding would be used to acquire more space for the forensic interviewing segment of the Center. Specifically, the Center would rent and renovate a room across the hall from its current location. The total budget for the project is \$10,800, with \$3,600 being funded by the applicant.

TOTAL PUBLIC SAFETY GRANT APPLICATIONS (4) = \$36,618.60

B) OFF-SET GRANT APPLICATIONS

1. None Submitted.

TOTAL OFF-SET GRANT APPLICATIONS = \$0.00

C) OTHER GRANT APPLICATIONS

1. MANISTEE/BENZIE COMMUNITY MENTAL HEALTH AGENCY = \$35,000

This application requests funds to purchase a wheelchair access van to transport individuals who must travel with an attendant. Specifically, a 2010 Dodge Grand Caravan SE V6 Handicap Van with lift compatible for two wheel cars will be purchased if grant funds are made available.

TOTAL OTHER GRANT APPLICATIONS (1) = \$35,000.00

TOTAL GRANT APPLICATIONS SUBMITTED BY MANISTEE COUNTY (5) = \$71,618.60

- 2) Finance Report - Jeri Lyn Prielipp, Financial Assistant
- 3) Review and discussion of the following:
 - A) Delinquent Tax financing (Russell Pomeroy, County Treasurer)
 - B) Jail Expansion Financing Proposal (Tom Kaminski, County Controller/Administrator; and Russell Pomeroy, County Treasurer) (APPENDIX A)
- 4) Miscellaneous Information/Discussion Items.
 - A) Recycling Contract.
 - B) Status of March 9, 2010 Ways & Means Committee Meeting.
- 5) Other Items from Committee Members.
- 6) Adjournment.

JAIL EXPANSION FINANCING PROPOSAL TUESDAY, MARCH 2, 2010

2/17/09 - Manistee County Board of Commissioners approve a \$9,500 contract with Landmark Design Group, P.C., to update the Jail Master Plan and prepare a conceptual design for a new kitchen sized for a 100 bed facility. This expense was paid from funds on deposit in the Sheriff's Department Contingency Surplus Fund.

8/7/09 - Jail Master Plan Update is complete.

Construction Cost Estimate

The cost estimates are for construction and do not include other project costs such as soil borings, site survey, architectural and engineering fees and training room furniture and equipment.

Phase One Construction Cost Estimate

1.	Kitchen and Laundry Addition =	\$420,000.00
2.	Kitchen Equipment =	\$180,000.00
3.	Female Beds, Training Room, and Locker Renovation =	\$500,000.00
4.	Storage Garage Addition =	\$100,000.00

Construction Cost Estimate = **\$1,200,000.00**

Note: Deduct \$200,000.00 from the estimate if the partial kitchen plan is used.

Note: Architect fees and other project costs = **\$100,000.00**

TOTAL COST ESTIMATE = **\$1,300,000.00**

Phase Two Construction Cost Estimate

The estimated cost for the 50 to 60 bed housing pod, intake and support areas is \$4.0 million dollars.

9/22-24/09 - Commissioner Krolczyk, Sheriff Kowalkowski, Captain Lancaster and the County Administrator attend a 3-day jail operations program sponsored by the National Institute of Corrections. The program was held at Crystal Mountain and fees were paid by the MMRMA.

12/1/09 - The County Board of Commissioners hold a Study Session at the jail facility. The Study Session included a tour of the jail facility and a presentation by the Sheriff and Jail Administrator. The Board reached consensus to instruct the Sheriff, Jail Administrator and County Administrator to work on project financing to complete Phase I of the Jail Master Plan.

12/15/09 - The County Board of Commissioners approve a contract with Landmark Design Group, P.C., for Architectural and Engineering Services to complete Phase I of the Jail Master Plan.

Fee Breakdown by Phase	Amount
Schematic Design	\$10,000.00
Design Development	\$13,000.00
Construction Documentation	\$32,000.00
Contractor Bidding	\$2,000.00
Construction Administration	\$15,000.00
Total	\$72,000.00

1. PROJECT NEED

In late 2008, the County approved a contract with Canteen Services to provide meals to the Jail facility at a reduced rate. The meals have been prepared at the Benzie County Jail and transported to Manistee on a daily basis. The meals were served in a dayroom within the Manistee Jail facility. The Department of Corrections granted temporary permission to serve the meals in this manner as long as the County was making plans to provide a kitchen or preparation area.

<u>FISCAL YEAR</u>	<u>ANNUAL COST</u>
10/1/05 - 9/30/06 =	\$189,287.19
10/1/06 - 9/30/07 =	\$207,321.96
10/1/07 - 9/30/08 =	\$177,012.00
10/1/08 - 9/30/09 =	\$142,996.00*

Current Fiscal Year budget is \$150,563. Through 5 months, total expense is \$58,614 or an average of \$11,723 per month.

* = New contract with Canteen began on 11/1/08.

COST COMPARISON BASED ON 55 INMATES PER DAY

- | | | |
|----|--|------------------|
| A. | CURRENT CONTRACT WITH CANTEEN SERVICES (11/1/08 - 9/30/11) | |
| | \$7.50 per day x 55 inmates x 365 days = | <u>\$150,563</u> |
| B. | PREVIOUS CONTRACT PRICE (2007/08) | |
| | \$9.75 per day x 55 inmates x 365 days = | <u>\$195,731</u> |
| C. | (2008/09 CONTRACT PRICE PROPOSAL FROM PREVIOUS CONTRACTOR) | |
| | \$14.00 per day x 55 inmates x 365 days = | <u>\$281,050</u> |
- Additional savings in travel and out-of-county housing of female inmates if female beds are added to the facility.
 - Phase I additions improve space needs for laundry, jail storage, staff locker rooms, and records storage.
 - Phase I additions also provide space for staff training which can also be used for an Emergency Operations Center.

2. FINANCING PROPOSAL

The County Treasurer is recommending that up to \$1 million be loaned to the Jail Expansion Fund #361 from the Delinquent Tax Revolving Fund for the purpose of completing Phase I of the Jail Expansion Project. The County Treasurer has determined that the County will need to borrow money to pay delinquent taxes. An additional \$1 million will be borrowed for the jail project. The General Fund will be responsible for making payments back to the Delinquent Tax Fund over a specified period of years at 0% interest. By combining these two bond issues, the County will save approximately \$20,000 in issuance expenses.

Project Expense

1.	Construction Cost Estimate =	\$1,200,000
2.	Architect Fees =	\$72,000
3.	Other project costs (soil borings, site survey, etc.) =	\$28,000
4.	Training Room Equipment Expense* =	?
	TOTAL PROJECT COST =	<u>\$1,300,000</u>

(* Note: It is anticipated that grants will fund training room equipment.)

Project Revenue

1.	Loan from Tax Revolving Fund =	\$1,000,000
2.	Jail Expansion Fund #361 Cash Available = (\$186,000 transferred at year end 2008/09 from the General Fund)	\$185,566
3.	Jail Bond Fund #362 Cash Available =	\$59,110
4.	Capital Improvement Fund #251 Cash = (\$217,804 cash available)	\$55,324
	TOTAL PROJECT REVENUE =	<u>\$1,300,000</u>

3. PROS AND CONS OF PROJECT

PROS:

- A. Food Service Savings
- B. Out-of-County Lodging Savings
- C. E.O.C. at Sheriff/9-1-1 Office
- D. Additional Storage Space

CONS:

- A. Additional debt to the General Fund at a time when revenues are decreasing.
(Taxable value, Local Revenue Sharing P.I.L.T., State revenues, etc.)

4. PROPOSED MOTION

Motion _____, Second _____, to authorize a loan from the Delinquent Tax Revolving Fund to the Jail Expansion Construction Fund #361 in the amount of up to \$_____, for the purpose of completing a Phase I construction project at the County Jail facility which may include a kitchen and laundry addition, kitchen equipment, additional female beds, a training room, locker renovation and a storage addition. The loan to be paid back from the General Fund over a _____ year period at \$_____ per year.